

**STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION**

**REGULATIONS CONCERNING
PRE-LICENSING SCHOOLS AND COURSES
FOR HOME INSPECTION / HOME INSPECTORS**

The Regulations of Connecticut State Agencies are amended by adding Sections 20-491-1 to 20-491-19, inclusive, as follows:

(NEW) Section 20-491-1

(a) Each school desirous of offering approved Home Inspection courses shall submit a formal filing for each course seeking approval with the Home Inspector Licensing Board. Approved courses shall not be held on the premises of a Home Inspection office.

(b) Each school seeking approval of its Home Inspection courses shall offer to the general public **at least the one course required** to meet the minimum qualification. These shall include, but not be limited to, the following: (1) A Home Inspection principles and practices course consisting of not less than forty classroom hours of study.

(NEW) SECTION 20-491-2. Course filing requirements.

The filing for each course shall include, but not be limited to the following: (1) detailed course outline, (2) instructor's lecture guidelines, (3) copy of text and related teaching materials, (4) copy of final examination, (5) copy of any quizzes, (6) grading system, (7) copy of affidavits and certificates to be issued, (8) copy of all proposed advertising and publicity, (9) seminars and indoctrination attended by instructors, (10) locations of all classrooms, (11) names and addresses of all instructors to be used.

(NEW) SECTION 20-491-4. Intern Training Program

The Home Inspection Intern Training Program shall consist of a minimum of forty hours of instruction and shall include, but not be limited to the following subject matter: (1) General Home Inspection, (2) Connecticut Home Inspection license law and regulations, (3) specialized areas of Home Inspection practice, (4) business law.

(NEW) SECTION 20-491-7. Advertising guidelines.

(1) All advertising and written or oral statements shall avoid the use of exaggerated or unprovable claims and misrepresentations. In discussing the student's possible or potential economic future in the field of Home Inspection only reasonable comments may be made,

(2) In any advertising all schools are to refrain from using the wording "Approved by the Connecticut Home Inspector Licensing Board". The following wording may be used:

"This course meets the minimum requirements as set forth by the Home Inspector Licensing Board,"

(NEW) Section 20-491-8. Affidavit or certificate requirements.

No affidavit or certificate of successful completion of an approved course of study in Home Inspection shall be issued to any student unless said student shall have first attended a minimum of forty hours of instruction and shall have achieved a passing numerical grade of at least 70% on a final examination. Each school shall issue an affidavit to the student in such form as may be adopted by the school attesting to the required minimum attendance, dates of attendance and final numerical grade for the course. Said affidavit is to be signed by an authorized official of the school.

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(NEW) Section 20-491-9. Training Program approval by the Home Inspection Licensing Board.

Each school conducting an approved course shall, at least ten days prior to the first scheduled session of each course, submit to the Home Inspection Licensing Board a schedule of the dates, hours, locations, advertising and instructors for each course to be offered. No course shall commence or be advertised as approved nor shall an instructor be used in the classroom without prior written approval of the Home Inspection Licensing Board. There shall be no change or alteration in any approved course or instructional staff without prior written notice and approval of the Home Inspection Licensing Board.

(NEW) Section 20-491-10. Audit of Records.

All schools conducting approved courses shall keep and retain complete records of student attendance and grades for a period of at least three years after the completion of each course and such records shall be available for inspection / audit by the Home Inspection Licensing Board or the Department.

(NEW) Section 20-491-11. Home Inspection Licensing Board and Department audits.

The Home Inspection Licensing Board or the Department may, without prior notice, visit the school and observe the instruction given to insure proper standards as to method of delivery, instruction and confirm content of any approved courses.

Continuing Education for Licensed Home Inspectors

(NEW) Sec. 20-491-12. School and course approval

(a) Each school, institution or organization desirous of offering courses of Home Inspection continuing education shall submit a formal filing for each course for which approval is sought to the Connecticut Home Inspector Licensing Board.

(b) The filing for each course shall include, but not be limited to, the following: (1) detailed course outline; (2) instructors' lecture guidelines; (3) copy of text and/or related teaching materials; (4) copy of affidavits and certificates to be issued by the school, institution or organization upon completion of the course other than that prescribed by the Home Inspection Licensing Board; (5) copy of all proposed advertising; (6) locations of all classrooms; (7) names and addresses of all instructors to be used; and (8) tuition and other related costs.

(c) No course of less than one (1) hour will be approved.

(d) Correspondence courses may be permitted for continuing education credit.

(e) Each school, institution or organization shall submit an updated course filing containing any changes from the previous offering within each two (2) year period from original approval date.

(NEW) Sec. 20-491-13. Notification of course offering and locations

(a) Each school, institution or organization conducting an approved course shall, at least ten (10) days prior to the first scheduled session of each course, submit to the Home Inspection Licensing Board a schedule of the dates, hours, locations, tuition fees and instructors for each course to be offered. No courses shall commence, or be advertised as approved, without prior written approval of the Home Inspection Licensing Board. There shall be no change or alteration in any approved course without prior written notice and approval of the Home Inspection

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(b) Identification of all locations where courses are offered must be submitted to the Connecticut Home Inspector Licensing Board for prior approval. Each course of study shall be conducted in a classroom or other facility which is adequate to implement the offering. Approved courses shall not be held on the premises of a Home Inspection office or Home Inspection franchise. No classroom location shall be approved by the Home Inspection Licensing Board until it has been approved by the local Fire Marshal for such use.

(NEW) Sec. 20-491-14. Course content

(a) The contents of continuing education programs shall consist of current Home Inspection licensing laws and practices that are broad-based and essential to the role of a Home Inspection general practitioner as he or she acts in the best interests of the consumer. These contents shall directly relate to Home Inspection principles and practices such as described in the Connecticut Home Inspection Licensing Laws and Regulations and any overview text on Home Inspection principles and practices or to new developments in the fields for which licensees have a demonstrated need.

(b) Home Inspectors shall take courses consisting of at least twenty (20) continuing education hours in each two (2) year continuing education period. For each two (2) year continuing education period, the following course shall be mandated:

(1) One course consisting of at least three (3) classroom hours in current Home inspection legislation, licensing laws and regulations.

(c) The Home Inspection Licensing Board **shall not approve** offering in mechanical office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, nor sales promotions or other meetings held in conjunction with the general business of a Home Inspector. Generally acceptable courses may include, but shall not be limited to:

1) LAWS AND REGULATIONS

2) STRUCTURAL SYSTEMS

3) FOUNDATIONS

4) INTERIOR WALLS, DOORS, CEILINGS AND FLOORS

5) EXTERIOR WALLS AND DOORS, WINDOWS AND DOOR GLAZING

6) FIREPLACE AND CHIMNEY

7) ROOF, ROOF STRUCTURE AND ATTIC

8) PORCHES AND DECKS

9) MECHANICAL SYSTEMS (HEATING, PIPING AND COOLING / SOLAR WORK)

10) INSPECTION GUIDELINES FOR APPLIANCES

11) INSPECTION GUIDELINES FOR COOLING SYSTEMS OTHER THAN EVAPORATIVE COOLERS

12) INSPECTION GUIDELINES FOR EVAPORATIVE COOLERS.

13) INSPECTION GUIDELINES FOR HEATING SYSTEMS

14) INSPECTION GUIDELINES FOR DUCTS, VENTS (INCLUDING DRYER VENTS) AND FLUES

15) PLUMBING SYSTEMS (DRAIN,WASTE,VENT,WATER ,GAS)

16) INSPECTION GUIDELINES FOR PLUMBING SYSTEMS

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17) ELECTRICAL SYSTEMS (FOR HEAT, LIGHT, POWER AND OTHER PURPOSES)

18) TELECOMMUNICATIONS,DATA,LOW VOLTAGE SYSTEMS

19) SERVICE ENTRANCE AND PANELS

20) BRANCH CIRCUITS, CONNECTED DEVICES AND FIXTURES

21) HOME INSPECTION DOCUMENTS, FORMS, CONTACTS, WARRANTIES

22) WATER SUPPLY (DRILLED WELLS / COMMUNITY WATER SUPPLIES)

23) FIRE PROTECTION SPRINKLER SYSTEMS

24) RODENTS,PESTS,INSECTS

25) ENVIRONMENTAL CONTAMINATIONS, SUCH AS, RADON, ASBESTOS, LEAD (PAINT-SOLDER & OTHER)

(d) Courses completed prior to certification by the Connecticut Home Inspector Licensing Board may not qualify for continuing education hours.

(e) Continuing education hour credits shall not be approved more than once for completing the same course within each two (2) year continuing education period.

(NEW) Sec. 20-491-15. Advertising

All schools advertising courses shall comply with the following requirements:

(a) All advertising and written or oral statements shall avoid the use of exaggerated or unprovable claims and misrepresentations. In discussing the student's possible or potential economic future in the field of Home Inspection, only reasonable claims may be made;

(b) In any advertising all schools are to refrain from using the wording "Approved by the Department of Consumer Protection/Home Inspector Licensing Board or other like wording. The following wording may be used: **"This course meets the minimum requirements as set forth by the Department of Consumer Protection/Home Inspector Licensing Board"**; and

(NEW) Sec. 20-491-16. Records

(a) All schools, institutions or organizations conducting approved courses shall keep and retain complete records of student attendance and evidence of completion for a period of at least four (4) years after the completion of each course. Such records shall be available for inspection by the Home Inspection Licensing Board. Upon satisfactory completion of any approved course, the school, institution or organization to the student, as prescribed by the Home Inspection Licensing Board, will furnish a certificate.

(b) The burden of proof of completion of each course shall be upon the licensee. Documentation of such courses shall be submitted in such manner and at such times as prescribed by the Home Inspection Licensing Board.

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(NEW) Sec. 20-491-17. Hardship

Upon appropriate showing of a bona fide health or other individual hardship, the Home Inspection Licensing Board may consider an exception to the continuing education requirements as set forth in section 20-XXX of the General Statutes.

(a) Loss of income resulting from cancellation of a license is not a bona fide hardship.

(b) Requests for exceptions shall be submitted in writing not less than 60 days prior to the date of license renewal and shall include an explanation and verification of the hardship.

(c) Exceptions may include but not be limited to: (1) individuals serving in military service; and (2) individuals who are physically handicapped which handicap prohibits them from sitting for an exam or attended courses.

(NEW) Sec. 20-491-18. Hearings on denial of school or course approval

(a) Upon the refusal of the Home Inspection Licensing Board to approve a school, institution or organization for the offering of continuing education courses or a particular course or upon the decision of the Connecticut Home Inspector Licensing Board to withdraw such approval, the Home Inspection Licensing Board shall notify the applicant of the denial and of his right to request a hearing within 30 days from the date of receipt of the notice of denial.

(b) In the event the applicant requests a hearing within such 30 days, the Home Inspection Licensing Board shall give notice of the grounds for his refusal and shall conduct a hearing concerning such refusal in accordance with the provisions of Chapter 54 of the General Statutes concerning contested matters.

(NEW) Sec. 20-491-19. Applications

The Applications for licensure, school approval and pre-license courses shall be made on forms prescribed and furnished by the department of consumer protection